

JOB OPPORTUNITY

Job Opportunity Bulletin:	#06-046
Final Filing Date:	9/26/06 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing) Office Technician (General)	\$2,510 - \$3,050 \$2,465 - \$2,998	Office of Statewide Health Planning & Development Facilities Development Division **Position may be located in either the Sacramento or Los Angeles Office**

General Statement:

Under the direct supervision of the Staff Services Manager II and with lead direction from the Chief Fire and Life Safety Officer, the incumbent will provide general clerical support for the Division's personnel and training functions.

***** Will consider OT (G) for recruitment purposes *****
***** Duties Will Be Commensurate With Level Hired *****

Duties:

- Provides support for the development and ongoing operation of the Training Academy.
- Type various training related materials including but not limited to: training requests, memos, agendas, flyers, announcements, and web postings.
- Schedule training sites and rooms, coordinate materials, and assist with site preparation and facilitation the day of training.
- Negotiate contracts and pricing for goods, training facilities and services needed for conducting training.
- Attend various trade shows, seminars, workshops, and conferences for outreach purposes for the Division's difficult to recruit classifications.
- Respond to telephone and email inquiries regarding available job opportunities with the Division and requests for recruitment and application materials.
- Update and maintain applicant and recruitment tracking documents and databases.
- Maintain a tracking system to ensure appropriate documents, correspondence, related materials and work assignments are acted upon in a timely manner.
- Serve as backup to other Unit support staff and perform other support assignments as necessary to carry out the activities of the Division and the Unit.

Desirable Qualifications:

- Good working knowledge of personal computers and software, including Microsoft Office Suite.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

****PLEASE INDICATE EITHER SACRAMENTO OR LOS ANGELES ON YOUR APPLICATION****

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDPD - Facilities Development Division
Attention: Kerri Blunt (**Job #06-046**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

OSHDPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Kerri Blunt at (916) 654-3365.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

